

**STAFFING COMMITTEE**

7:00pm Wednesday, 2nd October, 2013

**Present:-** Councillor Mrs Sandra Hambleton – in the Chair

Councillors Holland, Howells, Olszewski, Mrs Rout, Mrs Shenton, Sweeney, Turner, Miss Walklate and Mrs Williams

In attendance Richard Durrant (Head of Human Resources) , Sarah Taylor (HR Manager) Kelvin Turner ( Executive Director Resources and Support Services) and Jayne Briscoe (Democratic Services Officer)

Also in Attendance Councillor Shenton (Chair of Employees Consultative Committee), Phil Bartels (GMB/Apex) Jackie Cicatello (Unison)

1. **APOLOGIES**

Councillor Reddish

2. **MEMBERSHIP CHANGE**

It was noted that Councillor Reddish had replaced Councillor White and that Councillor Shenton had replaced Councillor Stubbs on the Staffing Committee

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 9 July 2013 were approved as a correct record and signed by the Chair.

5. **MINUTES OF THE EMPLOYEES JOINT CONSULTATIVE COMMITTEE (16-9-2013)**

The minutes of the meeting of Employees Consultative Committee held on 16 September 2013 were submitted for information.

6. **EMPLOYEE RECOGNITION SCHEME**

A report was submitted for approval on proposed revisions to the council's employee awards scheme 'We Couldn't Have Done It Without You'.

**Resolved:** That the revised Policy attached at Appendix A be approved

7. **TIME OFF FOR DEPENDANTS POLICY AND PROCEDURE**

A report was submitted for approval to a proposed Policy and Procedure advising employees of their statutory right to unpaid time off to deal with emergencies relating

to dependents, the process to be followed when requesting time off and the conditions that apply.

Members discussed how the policy would apply in practice and it was agreed that advice should be issued to managers to clarify how they should deal with situations where employees need to leave work in an emergency.

**Resolved:** That the Policy attached at Appendix A be approved

**8. REPLACEMENT EQUIPMENT ISSUED TO STAFF - CHARGING POLICY**

A report was submitted to obtain approval for a revised Policy on the arrangements for charging/disciplining staff regarding replacement equipment.

Changes to the policy had been agreed with trade unions and endorsed by the Employees Consultative Committee on 16 September 2013.

**Resolved:** That the revised Policy attached at Appendix A be approved

**9. AUTO ENROLMENT IN LOCAL GOVERNMENT PENSION SCHEME (LGPS)**

A report was submitted to implement 'Transitional Delay' in relation to automatic enrolment of existing employees into the Local Government Pension Scheme.

Auto Enrolment is a new law that has been introduced to help people save for their retirement and requires employers to enrol workers who meet certain criteria into a qualifying workplace pension scheme (including the LGPS).

The Pension Regulator had scheduled 1 November as the date for Newcastle Borough Council to commence Auto Enrolment of new employees who meet the criteria, however the council is able to delay automatically enrolling existing eligible jobholders into LGPS until October 2017 by applying for a 'Transitional Delay'.

**Resolved:** That the option to implement Transitional Delay on 1 November 2013 be approved.

**COUNCILLOR MRS Sandra Hambleton  
CHAIR**

The meeting concluded at 7:35 pm